

# QUEST FOR RECORDS RETENTION SCHEDULE

To Be Submitted to the Records Management Division  
Hall of Records Commission

 SCHEDULE  
NO. **C-8**

 PAGE  
NO. **1**

## 1. Requesting Agency

**MONTGOMERY COUNTY DEPARTMENT OF FINANCE**

## 2. Division or Bureau of Requesting Agency

**DIVISION OF ACCOUNTS**

## 3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

## 4. Item No.

## 5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

## 6. Recommendation of Hall of Records and Board of Public Works.

1. **RECEIPTS AND DISBURSEMENTS LEDGER**

Two 11" x 12" ledger cards (unnumbered form) are prepared by machine tabulation daily, one for receipts and one for disbursements. The information posted indicates the budget account involved, the amount, from whom received or to whom paid, the purpose, voucher number, check number and department. This is a final entry and permanent book of account. The cards are maintained in post-binders and occupy 12 linear feet (13 cubic feet) for the years 1944 to date. The annual rate of accumulation is approximately 1 1/2 cubic feet.

RECOMMENDATION: RETAIN PERMANENTLY.

**VOUCHER REGISTER**

This unnumbered voucher register (11" x 17") is prepared daily in duplicate. The duplicate is the check register and is filed in the office of Revenue and Disbursement (see Schedule No. C-14, Item #14). The voucher register indicates the bank from which the funds are withdrawn, the total drawn on each bank daily, the voucher number, amount, to whom paid, purpose, check number and budget account number. This is a final entry and permanent book of account. The register occupies 5 1/2 cubic feet in the Bookkeeping Office for the years 1944 to date. The voucher registers prior to 1944 are stored in the old Courthouse and are inaccessible. The annual rate of accumulation is approximately 6 linear inches.

RECOMMENDATION: RETAIN PERMANENTLY.

## 3.

**CASH RECEIPT TABULATION**

A cash receipt tabulation form (11" x 17"), unnumbered, is prepared daily from the yellow copy of the cash receipt received from the Division of Revenue and Disbursements. The tabulation lists the

*Approved  
Hall of Records  
Commission  
See attached statement*

*Approved  
Hall of Records  
Commission  
See attached statement*

*Approved  
Hall of Records  
Commission  
See attached statement*

## 7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date

Archivist

Date

Secretary

**STATE OF TEXAS  
SCHEDULE FOR RECORDS RETENTION  
(Continuation Sheet)**

SCHEDULE NO. **C-8**

State of Records  
Commission

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No.

**5. Description of Records**

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**6. Recommendation of Hall of Records and Board of Public Works.**

receipt number, from whom the money was received, purpose and amount. The information in this record is also contained in the Receipts and Disbursements Ledger (Item 1 of this schedule); however, the arrangement of the information in the cash receipt tabulation is such as to provide easier reference. For this reason, it is recommended that this record be retained as a subsidiary to the permanent books of account. The daily tabulation is filed in chronological order in post-binders and occupies 6 cubic feet for the years 1944 to date. The annual rate of accumulation is 1/2 cubic foot.

**RECOMMENDATION: RETAIN PERMANENTLY.**